Development of a Career Planning Guide

…We're going to do *what* ?…

Career Planning Guide
WHY?

- **Many new CPMs and supervisors don't know what to do, or how to do it when it comes to career development.**
- **Many employees don't know how to enhance their own careers, or where to look for guidance and information.**

Career Planning Guide WHO?

- **Today, we are looking to all of you for your ideas, advice, lessons learned, etc.**
  - **What would you include in a Career Planning Guide?**
- **We are also looking for volunteers to serve on a virtual PDT to develop a Career Planning Guide we can all use.**

Career Planning Guide WHAT?

- A document that all CPMs, supervisors and employees can use to better navigate the career development maze.
- An on-line document that can be kept up to date, with associated hyperlinks so you have everything in one place.

This Session's Timeline

- Introduction – 15 min
- Transition to assigned small groups – 5 min
- Breakout sessions – 60 min
  - Brainstorm what to put in, what to take out, what to emphasize, what tools are available
  - Write down all the ideas
  - Prepare informal back-brief for large group
- Transition back to one large group – 5 min
- Back-briefs to large group – 30 min
- Large group discussion – 30 min

Breakout Sessions

- Engineer & Scientists Career Program
- Basic Career Development Planning
- Advanced Career Development Planning
- Executive Development Program and Senior Executive Service (SES)
- Your Career Planning

Engineer & Scientist Career Program

- **Program objectives**
  - **Goals and career planning**
- **Career Opportunities and Choices**
  - **Technical or managerial tracks**
- **Standards and Qualities**
  - **Many things to consider such as education, training, a mentor, professional registration, etc.**

Basic Career Development Planning

- Individual Development Plans (IDPs)
- Career counseling
- Training
- Career progression

Advanced Career Development Planning

- ACTEDS information
  - Target positions
  - Career ladders
  - Competencies
- Developmental/Rotational Assignments
- Mobility

Executive Development Program and Senior Executive Service (SES)

- **Executive Development Program**
  - **Qualifications**
  - **Evaluation methods and selection procedures**
  - **Selection**
- **Senior Executive Service**
  - **Position types**
  - **Career development**
  - **Advancement**

Your Career Planning

- Mentors
- IDPs
- Career Goals and Objectives
  - 1-5 years
  - 5-10 years
  - 10-20 years
  - 20-30 years